

NIH/National Institute of Environmental Health Sciences (NIEHS)

Request for Quote No: RFQ – Media Training and Personalized Coaching

Date Issued: March 23, 2021

Quotation Due Date: **March 30, 2021, No Later Than 1:00 PM Eastern Time**

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Instructions to Quoters:

**Please review the statement of work (SOW) attached and provide a quote.**

Response Organization and Format. The response should consist of two (2) submissions.

Volume	Format	Page Limitation
Volume I – Technical Submission	MS Word 2007 or higher/Unprotected pdf	25 Page limit
Volume II – Price	MS Word 2007/MS Excel 2007 or higher	None

**Submission**

**Volume I – Technical Submission:** Submission shall clearly demonstrate the Quoter’s ability to fulfill all the technical requirements of this SOW. Narratives shall be provided in a manner that clearly demonstrates a thorough understanding of all related services to be provided.

**Draft Implementation Plan:** Provide your response to satisfying the SOW provided. In addition to your approach, provide a draft detailed plan you intend to use to successfully execute the task order SOW. The schedule will require final approval prior to performance beginning on the task order.

**Technical Experience:** The contractor must have experience working with leaders in the following areas: Organizing thoughts and developing key messages, Communicating complex information, Maintaining focus and messages in a controlled and confident manner, Transitioning to important key points and maintaining focus, and Using pertinent and persuasive formulas to think and act under pressure situations. The Contractor must provide sufficient information to demonstrate your past experience is the areas above. Information must include organization, contract and/or task number, point of contacts name and phone number, description of work performed, lessons learned, and period of performance for three (3) separate instances.

**Volume II – Price Submission:** Prices shall be consistent with the written portion of the technical quote.

**Basis of Award:** The Government will utilize a tradeoff approach to determine the Quoter who provides the best value to the Government. All evaluation factors other than price, when combined, are significantly more important than price. See Attachment I Evaluation Factors.

The applicable North American Industry Classification System (NAICS) code for this acquisition is 423410, Photographic Equipment and Supplies Merchant Wholesalers.

Set Aside: 100% Small Business Set-Aside.

Delivery Order Type: Firm-fixed price (FFP).

Quoters shall also provide their applicable CAGE code and DUNS number with their quote submission.

The information located in FAR 52.212-3 (Offerors Representations and Certifications) shall be current at the System for Award Management (SAM) at the time of quote submission in order for a quote to be valid.

Quotations should be submitted no later than the quotation due date **March , 2020, No Later Than 1:00 PM Eastern Time**

**List of Attachments**

Attachment I Statement of Work

Attachment II Evaluation Factors

## PROVISIONS & CLAUSES INCORPORATED BY REFERENCE

HHSAR Clause 352.202-1	Definitions	JAN 2001
HHSAR Clause 352.203-70	Anti-Lobbying	JAN 2010
HHSAR Clause 352.222-70	Contractor Cooperation in Equal Employment Opportunity Investigations	MAR 2012
HHSAR Clause 352.223-70	Safety and Health	JAN 2001
HHSAR Clause 352.232-9	Withholding of Contract Payments	APR 1984
HHSAR Clause 352.270-6	Publications and Publicity	JUL 1991
HHSAR Clause 352.270-7	Paperwork Reduction Act	JAN 2001
HHSAR Clause 352.239-74	Electronic and Information Technology Accessibility	DEC 2015

## **Invoice Submission**

a. Invoice Instructions for NIH Fixed-Price Type Contracts, NIH (RC)-2, are attached and made part of this contract.

The Contractor shall follow the attached instructions and submission procedures specified below to meet the requirements of a "proper invoice" pursuant to FAR Subpart 32.9, Prompt Payment.

1. Payment requests shall be submitted to the offices identified below. **Do not submit supporting documentation (e.g., receipts, time sheets, vendor invoices, etc.) with your payment request unless specified elsewhere in the contract or requested by the Contracting Officer.**

- a. The original invoice shall be submitted to the following designated billing office  
NIH Office of Financial Management via email to [invoicing@nih.gov](mailto:invoicing@nih.gov)
- b. One copy of the invoice shall be submitted to the following approving official  
via email to [elizabeth.mcewen@nih.gov](mailto:elizabeth.mcewen@nih.gov)

The Contractor shall submit an electronic copy of the payment request to the approving official instead of a paper copy. The payment request shall be transmitted as an attachment via e-mail to the address listed above in one of the following formats: MSWord, MS Excel, or Adobe Portable Document Format (PDF). Only one payment request shall be submitted per e-mail and the subject line of the e-mail shall include the Contractor's name, contract number, and unique invoice number.

2. In addition to the requirements specified in FAR 32.905 for a proper invoice, the Contractor shall include the following information on the face page of all payment requests:

- a. Name of the Office of Acquisitions: The Office of Acquisitions for this contract is NIEHS.
- b. Central Point of Distribution: For the purpose of this contract, the Central Point of Distribution is [NIEHS\\_OA\\_Invoices-BranchC@mail.nih.gov](mailto:NIEHS_OA_Invoices-BranchC@mail.nih.gov).
- c. Federal Taxpayer Identification Number (TIN): If the Contractor does not have a valid TIN, it shall identify the Vendor Identification Number (VIN) on the payment request. The VIN is the number that appears after the Contractor's name on the face page of the contract.

*[Note: A VIN is assigned to new contracts awarded on or after June 4, 2007, and any existing contract modified to include the VIN number.]* If the Contractor has neither a TIN, DUNS, or VIN, contact the Contracting Officer.

d. DUNS or DUNS+4 Number: The DUNS number must identify the Contractor's name and address exactly as stated in the contract and as registered in the Central Contractor Registration (CCR) database. If the Contractor does not have a valid DUNS number, it shall identify the Vendor Identification Number (VIN) on the payment request. The VIN is the number that appears after the Contractor's name on the face page of the contract. *[Note: A VIN is assigned to new contracts awarded on or after June 4, 2007, and any existing contract modified to include the VIN number.]* If the Contractor has neither a TIN, DUNS, or VIN, contact the Contracting Officer.

e. Invoice Matching Option: This contract requires a three-way match.

f. Unique Invoice Number: Each payment request must be identified by a unique invoice number, which can only be used one time regardless of the number of contracts or orders held by an organization.

g. Inquiries regarding payment of invoices shall be directed to the designated billing office, (301) 496-6088